

# JEHAD ABUMUSTAFA

## Quantity Surveyor



📍 Ajman, UAE

✉ jehad.abumustafa@hotmail.com

☎ 971521662035

📅 15th February 1993

🚗 UAE Driving License

🇵🇸 Palestinian 🌐 Single

### 👤 PROFILE

Organized and self-motivated Quantity Surveyor aiming to employ and leverage my knowledge, experience and skills to successfully fill the Quantity Surveyor role at your company in order to serve enhancing construction projects' contract / cost management and to make significant contributions toward the achievement of company goals.

### 🔗 INTERESTS

- Gym Workout
- Swimming
- Learning new skills and knowledge

### 🎓 EDUCATION

**BSc. Degree in Civil Engineering, Faculty of Engineering, The Islamic University of Gaza**  
2010 – 2015 | Gaza, Palestine

### 🏆 AWARDS

**Achievement Award in recognition of Outstanding Performance, City Creek Construction LLC**  
May 2020

### 📁 PROFESSIONAL EXPERIENCE

**Quantity Surveyor, City Creek Construction LLC**  
May 2016 – present | Dubai, UAE

Duties and Responsibilities :

- Assist and contribute in pre-contract stage such as cost estimation and preparation of tender and contract documents.
- Review drawings and prepare quantity requirements.
- Draft commercial and financial correspondences for clients and subcontractors.
- Prepare the procurement schedules for the project in liaison with the project team.
- Float enquires, collect and review quotations to finalize the subcontractors of the project.
- Prepare sub-contractor contract documentation and package.
- Review Subcontractor Payment Applications and prepare subcontractor payment certificates.
- Prepare monthly interim payment applications and follow up consultant certification.
- Prepare variation orders along with the supporting documents.
- Prepare final account payment application including Provisional Sums and Prime Costs adjustments.
- Prepare and monitor project cash flow.
- Control and monitor contractual and commercial project close out procedures to ensure that all terms and conditions have been complied.
- Perform and update the status/ reconciliations of subcontractor payments.
- Prepare and submit projects applications to relevant authorities along with the required documents/drawings.
- Prepare and follow up correspondences with Authorities and related departments.
- Prepare projects authorities' submittal logs and tracking register.

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## MEMBERSHIP

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### **Association of Engineers Membership**

2015

Gaza Governorates, Palestine

### **Society of Engineers Membership**

2017 | UAE

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## ACCREDITATIONS

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### **Engineering Professional Accreditation Certificate (G+1)**

By Dubai Municipality

### **Manager Safety Awareness Program (MSAP)**

By Dubai Ports, Customs and Free  
Zone Corporation - TRAKHEES

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## LANGUAGES

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### **Arabic**

Mother Tongue

### **English**

IELTS Certificate, Score 6.0

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## SKILLS

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- Bluebeam Software for Quantity Takeoffs, AutoCAD Software for Drawing
- Proficiency with office software, specifically Microsoft Excel.
- Autodesk AutoCAD Software for Engineering Drawing.
- Excellent organizational and record-keeping skills
- High-level verbal and written communication skills
- The ability to communicate, and report clearly and accurately
- Logical thinking and methodical analysis techniques
- High degree in financial reporting skills

### **Project Engineer, City Creek Construction LLC**

July 2015 – May 2016 | Dubai, UAE

B+G+10 Residential Building

Duties and Responsibilities :

- Assist the project manager in managing the construction phase of the project.
- Perform control tasks on budgets, schedules, plans, and performance and updating on the project's status.
- Cooperate and communicate with the project manager and other project participants to create more efficient methods to maintain the project's profitability.
- Supervise and follow project site activities.
- Take off quantities.
- Place materials orders.
- Prepare and follow consultant approval submittals.
- Prepare payment certificates for subcontractors.
- Prepare letters to subcontractors.
- Provide and update databases/records for the subcontractors payments status.
- Project Handing Over to client and authorities.

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## COURSES

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### **Advanced Quantity Surveying Practice and Contracts Management (AQS & CM), (QS4QS) Chartered Quantity Surveyors Regulated by RICS**

2023 – Ongoing

### **FIDIC Certified Contract Manager Programme (FIDIC Module 1,2 & 4), Arab Center For Arbitration**

March 2023

### **Building Construction Engineering, Contractors' Association in collaboration with Dubai Municipality**

August 2022

### **Fundamentals of Quantity Surveying and Commercial Management Based on Royal Institution of Chartered Surveyors (RICS)**

April 2022

### **Extension of Time Claims**

January 2021

### **Effects of Disputes between Contractor and Subcontractor**

July 2020

### **Contract Management and Administration Based on FIDIC Standards**

February 2019

### **Project Cost Control**

January 2018